

OPERATIONS BUSINESS TEAM
June 28, 2000 (DRAFT)

	OPPORTUNITY CATEGORY	DECISIONS AND ACTIONS	STATUS / ISSUES / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	All Categories	Questions & Issues	Questions & Issues reviewed. T. Hanson to develop a communication to employees regarding proper discarding of cigarette butts. Will add ETS program to the Strategic Plan under Compliance. M. Farriss to prepare a written communication to Warehousemen regarding quality requirements for tobacco.	DONE	JRN
2	Communications	Intranet Council	Presentation made.	DONE	JRN
3	Consolidation & Integration	Production Plan Update	Update given. R. Kelly to review Merit PaperSelect launch schedule directly with T. Garguilo. Will attempt to arrange schedule so that production does not begin until 1 week after July shutdown.	DONE	H. Burnley & SR
4	Costs & Cash Flow	MONTHLY - Operations Budget Update	Update given.	DONE	M. Saine
5	Costs & Cash Flow	Park 500 / LTR Sourcing Issues	Presentation made. Will complete TSNA testing at Park 500 before reallocating RL production.	DONE	H. Burnley
6	Organizational Capability	PMEF Update	Update given reviewing qualitative research with employees. Recommendation and program to implement PMEF in 2000 reviewed and approved. Project team to prepare communications and review with OBT members ASAP.	DONE	T. Hanson
7	Organizational Capability	Quality of Worklife	Presentation made. Will proceed with plan to offer Concierge Service in Fall 2000.	DONE	H. Long
8	Quality System Implementation	Quality System Milestone Review for Manufacturing	Update given	DONE	JAC
9	Quality System Implementation	Quality System S Curve & Milestone Update	Update given	DONE	JAC
10	Compliance	Ingredient Disclosure Model	D. L. Williams to make presentation. Time: 20 min.	6/29/00	R. Cox

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11	Compliance	QUARTERLY Review - Warrant Response Plan	Update to be distributed to OBT prior to 6/29/00 meeting. J. Holleran to address any questions briefly at the meeting.	6/29/00	J. Holleran
12	Costs & Cash Flow	Financial Control Process Improvements	<i>Recommendations made concerning job rotations in certain areas to improve financial controls. OBT members to review job rotation opportunities within their areas and present action plan in 60 days. Time: 1 hr.</i>	6/29/00	M. Saine
13	Organizational Capability	Intern Feedback	N. Davis to make presentation. Time: 20 min.	6/29/00	K. Benner
14	Quality System Implementation	Management Review 2	D. Connor & R. Fenner to make presentation. Time: 1 hr.	6/29/00	JAC
15	Compliance	External Research Program	M. Eisenberg (consultant) to make presentation. Time: 30 min.	7/12/00	R. Salana
16	Consolidation & Integration	Plug Wrap Spec Optimization	M. Mobrem to give update. Time: 15 min.	7/12/00	U. Nyffeler
17	Consolidation & Integration	Standardize All KS to 83mm & 100's to 98mm	M. Mobrem to give update. Time: 15 min.	7/12/00	U. Nyffeler
18	Costs & Cash Flow	MONTHLY - Operations Budget Update for June	E. Johnson to give update. Time: 30 min.	7/12/00	M. Saine
19	Costs & Cash Flow	Project Symphony Update	H. Burnley and J. Carboni to make presentation. Time: 30 min.	7/12/00	H. Burnley
20	Organizational Capability	CTF Recognition Efforts	B. Hage to make presentation. Time: 1 hr.	7/12/00	K. Benner
21	Organizational Capability	Grade 11 & Below Talent Discussion	R. Driver to facilitate discussion which will last approximately one half of the meeting.	7/12/00	JRN
22	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams & J. T. White to give updates. Time: 45 min.	7/12/00	JAC
23	Quality System Implementation	SEMI-ANNUAL - Review of PM USA Sanitation Program	D. Chadick to give review	7/12/00	R. Cox & JAC

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24	Compliance	Case Tracking	R. Talley to make presentation.	8/17/00	JAC
25	Costs & Cash Flow	Manufacturing Yield Measures	J. Calloway and D. Saunders to make presentation. Time: 30 min.	8/17/00	SR & M. Saine
26	Costs & Cash Flow	MONTHLY - Operations Budget Update for July	E. Johnson to give update. Time: 30 min.	8/17/00	M. Saine
27	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to make presentation. Time: 30 min.	8/17/00	M. Saine
28	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arens to make presentation. Time: 20 min.	8/17/00	H. Burnley
29	Costs & Cash Flow	Strategic Plan Review - Cost (Leaf), Competitiveness, Capability	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	8/17/00	H. Burnley
30	Organizational Capability	PPP & Promotability Ratings - Calibration Discussion	R. Driver to facilitate. Time: 1 hrs.	8/17/00	K. Benner
31	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams & J. T. White to give updates. Time: 45 min.	8/17/00	JAC
32	Compliance	EHS Assessment 1st Half 2000 Results	C. Stiff to give review. Time: 30 min.	8/31/00	DLM
33	Costs & Cash Flow	MONTHLY - Operations Budget Update for August	E. Johnson to give update. Time: 30 min.	9/15/00	M. Saine
34	Costs & Cash Flow	Strategic Plan Review - Cost (DM), Compliance, Communications	L. Pulsifer to facilitate review	9/15/00	H. Burnley
35	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams & J. T. White to give updates. Time: 45 min.	9/15/00	JAC
36	Organizational Capability	Organizational Review	Meeting to be devoted to this topic.	9/28/00	K. Benner
37	Compliance	SEMI-ANNUAL Safety System Management Review	D. Merrill & C. Stiff to coordinate review.	10/12/00	DLM
38	Costs & Cash Flow	MONTHLY - Operations Budget Update for September	E. Johnson to give update. Time: 30 min.	10/12/00	M. Saine

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39	Costs & Cash Flow	QUARTERLY Review - Strategic Equipment Reserve	R. Arents to make presentation. Time: 20 min.	10/12/00	H. Burnley
40	Costs & Cash Flow	Strategic Plan Review - Cost (Converting, Other)	L. Pulsifer to facilitate review	10/12/00	H. Burnley
41	Incentives & Compensation	IC/Stock Review	Time: 2 hrs.	10/12/00	K. Benner
42	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams & J. T. White to give updates. Time: 45 min.	10/12/00	JAC
43	Costs & Cash Flow	Operations Strategic Plan Update	L. Pulsifer to facilitate review by OBT for direct reports.	10/26/00	H. Burnley
44	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to make presentation. Time: 30 min.	11/9/00	M. Saine
45	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams & J. T. White to give updates. Time: 45 min.	11/9/00	JAC
46	Costs & Cash Flow	MONTHLY - Operations Budget Update for October	E. Johnson to give update. Time: 30 min.	11/30/00	M. Saine
47	Costs & Cash Flow	Strategic Plan Review - Cost (Leaf), Competitiveness, Capability	L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	11/30/00	H. Burnley
48	Organizational Capability	Technical Ladder Promotion Review		11/30/00	K. Benner
49	Costs & Cash Flow	MONTHLY - Operations Budget Update for November	E. Johnson to give update. Time: 30 min.	12/18/00	M. Saine
50	Costs & Cash Flow	Strategic Plan Review - Cost (DM), Compliance, Communications	L. Pulsifer to facilitate review	12/18/00	H. Burnley
51	Quality System Implementation	Quality System S Curve & Milestone Update	J. Williams & J. T. White to give updates. Time: 45 min.	12/18/00	JAC